

Job Description

Job Title: Fire Chief
Department: Fire Department
Reports To: Mayor
FLSA Status: Exempt

SUMMARY: This is a highly responsible administrative and technical work in directing fire suppression, rescue, and emergency medical response activities of the City.

Work involves responsibility for the administration and coordination of emergency activities directly or through supervision of subordinate officers and review of their activities. The incumbent of this class makes administrative and operational decisions pertaining to fire fighting, rescue, emergency medical, and fire prevention standards; training and enforcement of laws; regulations and established policies. Incumbent works under general supervision of the Mayor and work is reviewed through conferences, written reports, accomplishment of desired results, and accomplishment of established objectives.

ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING DUTIES. ADDITIONAL ESSENTIAL FUNCTIONS MAY BE IDENTIFIED BY THE CITY AND LISTED AS SUCH IN THE INCUMBENT'S PERFORMANCE APPRAISAL ELEMENTS. VARIOUS TASKS MAY BE ASSIGNED UNDER EACH ESSENTIAL FUNCTION. THOSE THAT ARE LISTED UNDER THE EXAMPLES OF WORK ARE NOT ALL INCLUSIVE; THEY ARE EXAMPLES ONLY AND MAY BE AMENDED OR ADDED TO AS NEEDED BY THE CITY.

EXAMPLES OF WORK

Examples of work performed in this classification include, but are not limited to, the following tasks. These tasks may be amended or other tasks may be assigned as necessary.

- Develops and implements the goals, objectives, policies, and priorities for the fire department;
- Exercises purchasing and budgetary control; provides for the personnel recruitment and selection programs; evaluates the need for and recommends the purchase of new apparatus and supplies; writes or reviews apparatus and equipment specifications;
- Plans, directs, and coordinates either directly or through subordinate level managers the work plan of the Ridgeland Fire Department; meets with staff to identify and resolve problems; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures;
- Supervises, utilizing a chain of command where practical, all fire department employees and volunteers;
- Attends Board of Alderman meetings, city department meetings, conferences with the Mayor, and all other city, county, state, and federal entities concerning the functions of the Fire Department;
- Manages, either directly or through subordinate level managers, all fire suppression service delivery;

- Manages, either directly or through subordinate level managers, emergency medical service delivery;
- Manages, either directly or through subordinate level managers, rescue service delivery;
- Manages, either directly or through subordinate level managers, fire prevention programs;
- Manages, either directly or through subordinate level managers, fire inspection service delivery;
- Manages, either directly or through subordinate level managers, fire investigation;
- Manages, either directly or through subordinate level managers, fire service training;
- Develops master plan for the fire department including short, medium, and long range planning;
- Manages, either directly or through subordinate level managers, pre-emergency contingency planning for all commercial buildings in the city.

SUPERVISORY RESPONSIBILITIES

Management and overall direction, coordination, and evaluation of members of the Fire Department. Carries out supervisory responsibilities in accordance with the City's policies and applicable municipal, state and federal law.

MINIMUM QUALIFICATIONS

If a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited four (4) year college or university with major course study in fire suppression, business administration, public administration or directly related field and seven (7) years of progressively responsible experience in fire suppression work including at least two (2) years experience in a supervisory or managerial position.

OR

Graduation from a standard high school or equivalent, supplemented by formal courses in fire suppression, business or public administration, and nine (9) years of progressively responsible experience in fire suppression including at least five (5) years experience in a supervisory or managerial position.

KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- Extensive knowledge of the principles and practices of modern fire suppression, organization and administration;
- Extensive knowledge of the principles, practices, procedures, and equipment used in modern firefighting, fire prevention, and fire personnel training;
- Thorough knowledge of the occupational hazards involved in the work and safety precautions for safe performance of the job;
- Thorough knowledge of all departmental and City rules and regulations, the geography of the City, and the location of streets, principle buildings, and fire hydrants in the City;
- Thorough knowledge of the current literature, trends, and developments in firefighting, fire prevention techniques, and fire suppression administration;
- Knowledge of the background and objectives of the federal, state and local Emergency Preparedness Programs;
- Knowledge of modern principles and practices of business management;

- Ability to make decisions based on recognized precedent and departmental policies, and to use resourcefulness in meeting new problems;
- Ability to analyze complex, fiscal, and organizational situations, and take or recommend proper courses of action;
- Ability to plan, install, and carry out operational programs, activities, personnel training, and fire prevention;
- Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals;
- Ability to establish and maintain effective working relationships with civic groups, representatives of cooperating agencies, and the general public as well as to command and hold the respect of subordinates;
- Ability to write reports, business correspondence, and procedure manuals;
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to drive emergency vehicles;
- Availability to respond to emergency calls at all times;
- Expert knowledge of representing City in civil and criminal court.

LICENSING AND CERTIFICATIONS

- Basic fire fighters course to meet state requirements.
- Emergency Medical Technician course with National and State Certification.
- Currently a MFCD (Mississippi Fire Chief Designation) or willingness to undertake requirements to become so designated.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive and additional job-related physical demands may be added to these by the City if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is frequently required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

I understand that the duties listed above are intended as illustrations of the various types of work that may be performed and the omission of specific statements of duties does not exclude them from the position.

This Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Date: _____